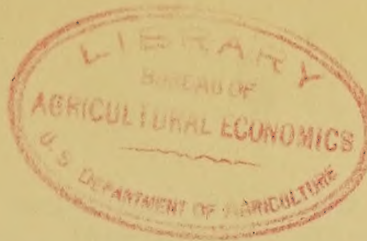


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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

STATE OFFICE PROCEDURE FOR THE DISPOSITION OF  
ADJUSTMENT APPLICATIONS, UNDELIVERED CHECKS,  
LOST CHECKS, AND REFUNDS OF GRANT PAYMENTS  
UNDER THE 1937 COTTON PRICE ADJUSTMENT PAYMENT  
PLAN

PART I. GENERAL NATURE OF THE FUNCTIONS AND  
RESPONSIBILITIES OF THE CLEARANCE  
UNIT WITH RESPECT TO THE ADMINISTRA-  
TION OF THE 1937 COTTON PRICE ADJUST-  
MENT PAYMENT PLAN.

A. GENERAL FUNCTIONS OF THE CLEARANCE UNIT

1. With respect to the administration of the 1937 Cotton Price Adjustment Payment Plan, the Clearance Unit shall perform the following functions:

a. Administratively examine Applications for Payment pursuant to the 1937 Cotton Price Adjustment Payment Plan (hereinafter referred to as "applications") and related documents in cases wherein questions have arisen with respect to payments accruing thereunder and to maintain any records which may be necessary in connection therewith.

b. Receive checks, drafts, money orders, and other remittances in connection with refunds of 1937 Cotton Price Adjustment Payments for the purpose of examining, endorsing, and scheduling same for collection and deposit to the credit of the appropriation or fund to which they pertain.

c. Maintain records in connection with Treasury checks issued under applications and remaining undelivered for any reasons.

d. Schedule Treasury checks for cancelation in cases wherein the amounts thereof are not due the payees, where the payees are deceased or incompetent, or which otherwise have been erroneously issued and are not properly payable.

e. Prepare vouchers and schedules for the payment of amounts which are due applicants seeking adjustments in payments previously certified, or for the return of excess remittances.

B. PREPARATION OF A MONTHLY REPORT.

1. At the close of the month the Disbursing Officer will summarize on Standard Form No. 1045, "Summary of Collections", the schedules of collections received from the State Office and note thereon any uncollectible checks returned during that month. The original and four copies of Standard Form No. 1045 will be forwarded to the State Office. The Remittance Clerk, the State Accountant, and the Certifying Officer shall examine the Standard Form No. 1045 to verify the fact that their records are in agreement with those of the Disbursing Office and distribute the copies thereof as follows:

a. The Certifying Officer shall sign the original and four copies, inserting thereon his title and the date of his signature.

b. The original and one copy shall be returned to the Disbursing Office.

c. One copy shall be forwarded to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.

d. One copy shall be filed by the State Accountant.

e. One copy shall be filed in the Clearance Unit in the folder containing the schedules covered thereby. 1/

2. At the close of each month the Remittance Clerk shall prepare a statement of the work performed by the Clearance Unit to be submitted by the Administrative Officer in Charge (hereinafter referred to as "Administrative Officer") to the Director of the Southern Division (hereinafter referred to as "Director"). The report should show the number of cases received, sent forward for settlement, settled, and on hand by the following types of cases:

a. The number of undelivered checks, differentiating between those returned by reason of the death or incompetence of the payee and those returned for other reasons.

b. The number of adjustment applications.

c. The number of refunds received.

d. The number of checks canceled, differentiating between those canceled by the Disbursing Office and those canceled by the Records Division, Check Section, General Accounting Office.

1/ See Part III, Section A, Paragraph 7i., infra.

PART II. GENERAL PROCEDURE TO BE FOLLOWED WHERE TREASURY  
CHECK IS NOT DELIVERED.

A. RETURN TO DISBURSING OFFICE

1. If any treasury check issued pursuant to an application cannot be delivered to the payee by the Treasurer of the County Agricultural Conservation Association (hereinafter referred to as "Association Treasurer") by reason of the death, incompetency, or disappearance of the payee or for the reason that the amount of the check is not due the payee or his estate, or for other reasons, the check shall be returned by the Association Treasurer to the Disbursing Office from which issued in accordance with instructions contained in the transmittal letter, Treasury Department, Division of Disbursements, Form No. 1721 and in ACP Letter No. 24, issued December 7, 1937, by Mr. G. F. Allen, Chief Disbursing Officer.

2. The State Office shall be notified by the Association Treasurer of each check returned to the Disbursing Office. A separate letter to the State Office shall be prepared with respect to each returned check setting forth the check number, the name of the payee, the date and amount thereof, the serial number of the application under which the check was drawn, the administrative number of the voucher on which the check is listed, and the reason for returning the check. Any forms or statements which may be required by the circumstances causing the return of the check should accompany the letter of notice to the State Office. If the forms or statements cannot be secured immediately, an explanation of the reasons therefor should be incorporated in the letter.

B. NOTICE TO STATE OFFICE FROM DISBURSING OFFICE

1. An original and three copies of Treasury Form No. 1664-A (Revised), "Memorandum of Returned Check", will be forwarded to the State Office when a Treasury check is returned to the Disbursing Office by the Association Treasurer.

2. Any information or documents such as Letters of Administration, Forms CAP-111, etc., received from the county office by the Disbursing Office contrary to the instructions contained in Section A, of this Part II, will be transmitted to the State Office together with Treasury Form No. 1664-A (Revised), if the payee is deceased, or because of the legally adjudged incompetence or alleged incompetence of the payee. As a matter of procedure, the Disbursing Office will not attach to Treasury Forms No. 1664-A (Revised) the letters of explanation received in connection with checks returned for other reasons.

3. The Disbursing Office will not notify the State Office when a check is returned because it was not drawn to the person in the amount listed on the voucher since no action in connection therewith is required to be taken by the State Office.

4. The State and county code number and the application serial number, preceded by the symbol "CAP", should be entered at once upon the original and all copies of Treasury Form No. 1664-A, (Revised).

5. An original and two copies of Form ACP-28, "Official Receipt", and one copy of Form ACP-28A, "Notice of Remitter", should be prepared 2/ and distributed by the Remittance Clerk immediately after the receipt of Treasury Forms No. 1664-A (Revised) as follows:

a. Enter the symbol "1937 CAP" in the space above the title.

b. Enter the name of the Association Treasurer after the words "Name of Remitter".

c. Enter the address of the Association Treasurer in the spaces provided after the words "Street or Box Number", "Post Office", and "State".

d. Enter the name of the payee of the returned check after the words "Applicant's Name".

e. Enter the abbreviation "Tr. Ch." after the words "Nature of Remittance".

f. Make no entry after the words "Payable to", "Schedule No. of Standard Form No. 1044, Rev.", "D. O. Voucher No.", and "Date".

g. Enter the State and county code and serial numbers of the related application in the spaces provided after the words "State and County Code No." and "Serial No."

h. Enter the date of the returned check after the words "Date of Remittance".

i. Enter the check number after the words "Remittance Number".

j. Enter the amount of the check after the words "Amount \$"

k. The administrative Officer in Charge should sign Form ACP-28A and it should be forwarded to the Association Treasurer as his receipt.

2/ This should be done in a simultaneous operation on the typewriter, making Form ACP-28A the second copy.

1. The original and two copies <sup>3/</sup> of Form ACP-28 should be placed in the case file pending settlement of the case.

C. FILES FOR TREASURY FORMS NO. 1664-A (REVISED)

1. The original and two copies of Treasury Forms No. 1664-A (Revised), issued by the Disbursing Office in connection with checks returned for reason other than the death or incompetence of the payee should be placed in a separate file by the Remittance Clerk, pending settlement of the account, with regard to the month in which the check was issued. Treasury Forms No. 1664-A (Revised) prepared with respect to checks issued within the same month should be filed in a series and given a file serial designation which should be the month in which the check was issued followed by the date ninety calendar days succeeding the first day of the month immediately following the month in which the check was issued, e.g., Treasury Forms No. 1664-A (Revised) for checks issued in December 1937, should be filed in a series designated by "Issued December 1938 - To General Accounting Office April 1, 1939". The last date is the day on which the check represented thereby will be forwarded to the General Accounting Office by the Disbursing Office. The several file series should be kept, beginning with the earliest designation, in chronological order. Treasury Forms No. 1664-A (Revised) should be filed within the several series, alphabetically by the payees' names. <sup>4/</sup>

2. One copy of Treasury Form No. 1664-A (Revised) should be securely attached to the case file upon receipt from the Disbursing Office.

3. The action "Held - Whereabouts Unknown" is to be indicated only when a subsequent request is received from the Disbursing Office as to the disposition to be made of the check in which event

<sup>3/</sup> See Part III, Section A, paragraph 5 infra.

<sup>4/</sup> A file of this nature is essential in view of the facts that:

(1) the procedure to be followed in the settlement of any case will be dependent, in part, upon the location of the check, i.e., whether held by the Disbursing Office or the General Accounting Office, at the time settlement is attempted; (2) it will serve as a basis at all times to determine cases which require particular attention if settlement is to be completed prior to the time the checks are required to be transmitted to the General Accounting Office; (3) the Disbursing Office may, upon a request from the State Office, withhold the delivery of a check to the General Accounting Office in instances where settlement of the case will be completed shortly after the ninety day period. It may be well to ascertain from the Disbursing Office the location of a check when settlement is to be made shortly after the expiration of the ninety day period.

the State Office will return but one copy of Treasury Form 1664-A (Revised) properly executed. 5/

4. The original and two copies of Treasury Forms 1664-A (Revised) received in connection with cases wherein the payee of the returned check is deceased or incompetent should be placed in a separate file alphabetically by payees' names. One copy of Treasury Form 1664-A (Revised) should be firmly attached to the case file.

5. If it is determined that the check is to be canceled, one copy of Treasury Form 1664-A (Revised) should be returned to the Disbursing Office, which copy shall be signed by the Administrative Officer. This copy shall be attached to Standard Form No. 1044, Revised, altered to be a schedule of canceled checks (See Part V hereof). The remaining copies should be placed in the folder containing documents or papers relative to any claim for the proceeds of the canceled check.

PART III. GENERAL PROCEDURE TO BE FOLLOWED WHERE REMITTANCES  
OTHER THAN TREASURY CHECKS ARE RECEIVED.

A. RECEIPT OF REMITTANCES IN CONNECTION WITH APPLICATIONS

1. All remittances received in the State Office in the form of post office money orders, certified checks, bank drafts, bank cashier's checks, etc., in connection with an application should be routed to the Remittance Clerk together with the related correspondence and documents.

2. All remittances shall be disposed of within the day received.

3. Every remittance should 6/ be examined to determine that it may be negotiated by the Disbursing Officer. A remittance which is negotiable must be properly dated, drawn payable to the order of the "Treasurer of the United States" or in a manner to permit endorsement to that official 7/, signed, and must show an exact agreement between the amount as expressed in figures and the written amount. If it is not negotiable, it should be returned to the drawer of the remittance through the county office accompanied by a letter in which the reasons that the remittance is not negotiable are set forth and requesting that an acceptable remittance be secured.

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5/ If such action has been taken, only the original (initialed) and one copy (signed) need be returned to the Disbursing Office in making final disposition of the check in accordance with Part VII, Section B, paragraph 2 hereof.

6/ Cash may be accepted in lieu of remittances in the form of money orders, cashier's checks, etc., and scheduled for collection as hereinabove provided as a cash item. Postage stamps received as remittances must be converted into cash. The practice of making a refund in the form of either cash or postage stamps should be discouraged.

7/ See Section B, paragraph 2, infra.

4. A receipt number for each remittance which may be negotiated should be assigned by the Remittance Clerk in the series adopted pursuant to paragraph 4, Section A, Part III, of SRC-102, as amended.

5. An original and two copies of Form ACP-28 and one copy of Form ACP-28A should be prepared and distributed after a receipt number has been assigned as follows:

a. Enter the symbol "1937 CAP" in the space above the title.

b. Enter the name of the person who forwarded the remittance to the State office after the word "Remitter".

c. Enter the address of the person who forwarded the remittance after the words "Street or Box Number", "Post Office", and "State".

d. Enter the name of the applicant for whom the refund was made after the words "Applicant's Name".

e. Enter the nature of the remittance after the words "Nature of Remittance".

f. Enter the name of the person to whose order the remittance is drawn after the words "Payable to".

g. Enter the schedule number of the Standard Form No. 1044, Revised, upon which the remittance is scheduled for collection 8/ after the words "Schedule No. of Standard Form No. 1044, Rev."

h. Enter the Disbursing Office Voucher number under which the refunded payment was originally certified after the words "D. O. Voucher No."

i. Enter the date on which the refunded payment was made as shown on the Schedule of Disbursements after the word "Date".

j. Enter the receipt number after the words "Receipt No."

k. Enter the State and county code and application serial numbers with respect to which the refund is made in the spaces after the words "State and County Code No." and "Serial No."

l. Enter the date of the remittance after the words "Date of Remittance".

m. Enter the serial number of the remittance after the words "Remittance Number".

n. Enter the amount of the remittance after the words "Amount \$".

o. Enter the symbol number of the appropriation or special deposits account to be credited after the words "Fund Credited".

p. A concise statement of the action taken or proposed to be taken in connection with the refund and the reason for scheduling the remittance to the particular appropriation or to the special deposits account should be made in the blank space beneath the words "Action Taken". This statement should not be made on Form ACP-28A.

q. The Administrative Officer should sign all copies of Form ACP-28 and Form ACP-28A, and Form ACP-28A should be forwarded to the remitter as his receipt.

6. If the appropriation to which the remittance pertains has been determined and the remittance is in the exact amount or not in excess of the exact amount due as a refund, the remittance should be indorsed 9/ and scheduled for collection and deposit by preparing an original and seven copies of Standard Form 1044, Revised, "Schedule of Collections", as follows:

a. Enter the State and county code numbers and the symbol "CAP" in the space above the title.

b. Enter the schedule number which shall be 2001 for the first schedule, preceded by the symbol "CAP", and continue thereafter in numerical sequence until the end of the fiscal year; this number to be entered on each sheet of the schedule.

c. Enter the sheet number which shall be 1, if there is only one sheet; of 1 or 2 sheets, 2 of 2 sheets, etc., if the schedule consists of two or more sheets.

d. Enter the word "Agriculture" over the words "(Department or Establishment)".

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9/ See Section B, infra.

e. Enter the letters "A. A. A." followed by the name of the State in which the State office is located and the words "State office" over the words "(Bureau or Office)".

f. Enter "G. F. Allen, Chief Disbursing Officer" after the words "Received by".

g. Enter the name of the city and State in which the Regional Disbursing Office is located after the word "at".

h. Enter the month and year in which the schedule is expected to be taken up by the Disbursing Officer after the word "Period".

i. Enter the symbol number furnished by the Disbursing Officer for this purpose after the words "D. O. Symbol No."

j. Enter the date the remittance was received in the column entitled "Date Received."

k. Enter the receipt number 10/ in the column entitled "Receipt Number".

l. Enter in the column entitled "Name of Remitter", the name and address of the bank upon which the cashier's check, draft, etc., was drawn, e.g., Commercial National Bank, Oklahoma City, Oklahoma, in the case of a postal money order, enter "U.S.P.M.O." followed by the name and address of the issuing post office; and, in case of a personal check, the name and address of the drawer followed by the name and address of the bank. The date and the serial number of each remittance should be entered directly beneath the name and address. When cash refunds are received, the name and address of the person making the refund and the words "Cash Item" should be entered.

m. A concise statement of the purpose for which the refund was made should be entered in the column entitled "Detailed Description Of Purpose For Which Collections Were Received", including therein the name of the applicant; the serial number of the application under which the refunded payment was made; the "Disbursing Officer's Voucher No." under which the refunded payment was scheduled; and the number of the check representing the refunded payment as it appears in the voucher.

n. The amount of the remittance should be entered in column entitled "Amount." 11/.

o. Enter the symbol and title of the appropriation to be credited in the column entitled "Fund to be Credited"; this symbol and title of the appropriation is not required to be entered for each item listed.

p. Enter the total amount of the check(s) in the space provided in the fifth column after the word "total"; this total is to be entered only on the last sheet when the schedule consists of more than one sheet.

q. The date the schedule is forwarded to the Disbursing Office and the signature and title of the Administrative Officer should be entered in the lower right corner (the lower left corner is for the use of the Disbursing Office); these entries are to be made only on the last sheet when the schedule consists of more than one sheet.

r. When a schedule consists of more than one sheet, the sheets comprising each of the eight sets should be firmly stapled together.

7. Standard Form No. 1044, Revised, when used as a schedule of collections, should be distributed as follows:

a. Forward the original and three copies to the Disbursing Office together with the checks, drafts, or money orders covered thereby. If mailing is required the material should be registered. One of such copies must be stamped "Forward to Records and Accounts Section, A.A.A., Washington, D. C."

b. Forward one copy to the Bookkeeping and Warrants Section, Treasury Department, Washington, D. C.

c. Forward one copy to the Accounting and Bookkeeping Division, General Accounting Office, Washington, D. C., accompanied by one copy of Form ACP-28.

d. File two copies numerically in a pending file.

e. The Disbursing Office, after a period of approximately forty-eight hours from the time the schedule is received, will return one copy, accompanied by "Certificate of Deposit, Form 1 (Revised)" Treasury Department, Division of Bookkeeping and Warrants, to the State office.

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11/ When checks, drafts, and money orders are scheduled on the same Standard Form No. 1044, Revised, they should be grouped by types and a sub-total for each type entered in the column entitled "Amount".

f. The information shown in the lower left corner of the copy returned from the Disbursing Office should be transcribed upon the file copies after verifying the collection of scheduled items and the certificate of deposit number and the date thereof should be inserted in the spaces provided on Form ACP-28.

g. Forward the copy returned from the Disbursing Office, accompanied by the Certificate of Deposit and one copy of Form ACP-28, to the State Accountant.

h. Forward one copy of the schedule showing the information transcribed thereon in accordance with sub-paragraph f. of this paragraph 7, to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.

i. One copy should be filed numerically in the Clearance Unit in separate folders by the month and year in which the schedules were stamped as received by the Disbursing Office.

8. When a check, draft, or money order has been received and it is not possible to determine immediately that the remittance is in the exact amount, or not in excess of the exact amount, due as a refund or the appropriation to which the remittance pertains is not known, the remittance shall be deposited to the credit of the special deposits account by preparing Standard Form No. 1044, Revised, in accordance with the procedure outlined in paragraph 6 of this Part A, except that:

a. The schedule number shall be 5001 for schedules of collections to the credit of special deposits account, preceded by the symbol "CAP", for the first schedule, and continue thereafter in numerical sequence for schedules of similar remittances until the end of the fiscal year.

b. The symbol number and title of the special deposits account to be entered in the column entitled, "Fund to be Credited" reads as follows: "03.37-Special Deposits - 66.2-195 Suspense, AAA, Conservation Program".

c. Remittances which are to be covered into the special deposits account shall not be scheduled on a Standard Form No. 1044, Revised, listing remittance to be credited to another appropriation or account.

9. The distribution of Standard Form No. 1044, Revised, prepared with respect to checks, drafts, and money orders to be taken up in the special deposits account will be the same as that prescribed in

paragraph 7 of this Section A, with the exception that the copy of Form ACP-28 which is to be transmitted to the State Accountant should be kept by the Remittance Clerk pending final disposition of the collections.

10. Remittances received from different counties should be listed on different schedules but all of the remittances from one county may be listed on one schedule provided that not more than five sheets are required. All of the remittances which are to be credited to the same appropriation may be scheduled on the same Standard Form No. 1044, Revised, but remittances to be covered into different appropriations should not be scheduled on the same Standard Form No. 1044, Revised.

11. Any check, draft, or money order received by the Disbursing Officer rather than the State office will be placed in the special deposits account by the Disbursing Office by scheduling the item on Standard Form No. 1044, Revised. One copy of Standard Form No. 1044, Revised, will be forwarded to the State Office. The Remittance Clerk should prepare two copies of the Standard Form No. 1044, Revised, received from the Disbursing Office and forward one copy to the Office of Budget and Finance, Department of Agriculture, Washington, D. C., and retain the other copy in his file. <sup>12/</sup> The copy transmitted to the State office from the Disbursing Office should be forwarded to the State Accountant. There shall be entered on the Standard Form No. 1044, Revised, and on each copy thereof, above the number, if any, assigned by the Disbursing Office, the next consecutive number to be assigned to schedules of collections to the credit of the special deposits account. The copy kept by the Remittance Clerk shall be filed by the State Office serial number. The schedule shall thereafter be referred to by reference to the number assigned by the Disbursing Office and by the number assigned by the State Office.

12. Prepare Forms ACP-28 and ACP-28A in the manner prescribed. <sup>13/</sup>

B. ENDORSEMENT OF CHECKS FOR DEPOSIT

1. All remittances drawn payable to the order of the "Treasurer of the United States" must be restrictively indorsed before they are scheduled for payment by the Remittance Clerk immediately following the receipt thereof by means of a rubber stamp reading as follows:

Pay to the order of  
The Treasurer of the United States  
Division of Disbursement, Treasury Department  
Southern Division, A.A.A., U. S. Department of Agriculture

\_\_\_\_\_  
(location)

<sup>12/</sup> See Section A, this Part III, paragraph 7h., supra.

<sup>13/</sup> See Section A, this Part III, Paragraph 5, supra.

2. Any checks, drafts, or money orders drawn payable to "Southern Division", "Agricultural Adjustment Administration", "Department of Agriculture", or in a similar impersonal manner may (if otherwise negotiable) be accepted and indorsed by rubber stamp in the manner indicated in paragraph 1 of this Section B. Checks, drafts, or money orders drawn payable to some person other than the Treasurer of the United States, must first be indorsed "Pay to the order of the Treasurer of the United States" over the signature (and title) of the payee named therein, or by some person by him duly authorized through a Power of Attorney to indorse for him and on his behalf. In view of the difficulty and inconvenience incident to securing the indorsement which renders the instrument payable to the Treasurer of the United States, particularly in cases wherein the check is drawn payable to "Secretary of Agriculture" or to "Henry A. Wallace, Secretary of Agriculture" or to some other official not located in the State Office, the remittance should be returned to the remitter with a request that it be drawn in a manner which will permit the rubber stamp indorsement referred to in paragraph 1. of this Section B.

#### C. UNCOLLECTIBLE CHECKS

1. An uncollectible check; i.e., a bad check or a check which is not honored at par, will be returned by the Disbursing Office to the State office accompanied by two copies of Standard Form No. 1044, Revised, with the title thereof altered to read "Schedule of Uncollectible checks". The Remittance Clerk and Administrative Officer should immediately sign one copy to indicate the receipt of the check(s) described therein and return the copy to the Disbursing Office.

2. The Remittance Clerk should prepare an original and three copies of Form ACP-24, "Debit Voucher for Uncollectible check(s) Returned", as follows:

a. Enter the name of the office to which the particular copy, or copies, are to be forwarded after the word "To". Form ACP-24 shall be prepared so that (1) one copy will be forwarded to the State Accountant; (2) two copies may be forwarded to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.; and (3) one copy may be kept in the Clearance Unit filed numerically.

b. Enter after the abbreviation "No." the schedule number one (1) preceded by the symbol "CAP", for the first schedule and continue thereafter in numerical sequence until the close of the fiscal year ending June 30, 1939.

c. Enter the current date after the word "Date" appearing in the upper right corner.

d. Enter the name of the State after the word "From" and enter the word "Southern" after the words "State office".

e. Enter the description of the check(s) in the manner indicated. 14/

f. Enter the "Schedule No." and date "Forwarded" from the Standard Form No. 1044, Revised, upon which the check was scheduled for collection.

g. Enter the symbol number of the appropriation or the special deposits account after the word "Symbol".

h. Enter the total amount of the checks returned as uncollectible after the word "amount".

i. Enter the total amount 15/ of the remittances scheduled on Standard Form No. 1044, Revised, upon which the check was scheduled for collection, in the blank space after the words "Deleted from schedule, which has been reduced in total from".

j. Enter the amount which remains after the total amount of the uncollectible checks is deducted from the total of the remittances scheduled on Standard Form No. 1044, Revised, upon which they were originally scheduled, in the blank space between the word "to" and the words "by the Division of Disbursements, Treasury Department".

k. If an effort is being made to collect the items returned as uncollectible there should be inserted beneath the printed matter of Form ACP-24 on the copies which are to be forwarded to the Office of Budget and Finance a statement: "An acceptable remittance is being secured". In the event no effort will be made to secure an acceptable remittance, there should be inserted a statement to the effect that "no remittance will be secured to replace the uncollectible item" and give the reasons therefor.

l. The Remittance Clerk should initial and the Officer in Charge should sign each copy of Form ACP-24.

m. Form ACP-24 should be forwarded to the offices as indicated in sub-paragraph a. of this paragraph 2.

14/ If more than two checks listed on the same schedule of collections were returned as uncollectible, the words "See other side" should be inserted in the space provided for the description of the checks and the complete description of the checks entered on the reverse side of Form ACP-24. The reasons for the return of each check will be taken from the Standard Form No. 1044, Revised, as altered to be a schedule of uncollectible checks.

15/ See Section A, paragraph 6 p., supra.

3. The copy of Standard Form No. 1044, Revised, as altered to be a Schedule of Uncollectible Checks, which is kept by the Remittance Clerk, should be attached to the original schedule of collections to which it pertains. The total of the schedule of collections should be lined out and the original total of the schedule less the total amount of the uncollectible checks should be entered in lieu thereof and the entry initialed and dated by the Remittance Clerk. This corrected total should agree with the amount entered on Form ACP-24 in accordance with sub-paragraph j., paragraph 2 of this Section C. Enter the words "See attached schedule", opposite the entry for the uncollectible check on the schedule of collections.

4. The drawer of the check should be notified of the return of his check and of the reasons therefor by forwarding the check to him through the county office and the drawer of the check should be requested to make an acceptable remittance in the amount due if the account of the applicant for whom the remittance was received has not otherwise been settled.

5. A remittance replacing one previously returned as being uncollectible should be examined and listed on a new schedule for collection as provided in Section A, either in paragraph 6 or paragraph 8, of this Part III with the exception that a notation shall be made in the body of the new Standard Form No. 1044, Revised, that this check represents the recovery of the amount of the uncollectible check previously scheduled under Receipt No. \_\_\_\_\_, Schedule No. \_\_\_\_\_, Form ACP-24 No. \_\_\_\_\_.

PART IV. PROCEDURE TO BE FOLLOWED IN TRANSFERRING FUNDS  
FROM THE SPECIAL DEPOSITS ACCOUNT TO THE 1937  
COTTON PRICE ADJUSTMENT APPROPRIATION AND RE-  
FUNDING REMITTANCES

A. WHERE REMITTANCE IS CORRECT AMOUNT DUE

1. When an examination of the case indicates that a check, draft, or money order which was scheduled for collection to the credit of the special deposits account 16/ is the amount, or not in excess of the amount due as a refund under an application, prepare an original and eight copies of Standard Form No. 1046, Revised, "Schedule of Transfers - Special Deposits", as follows:

a. Enter the State and county code numbers in the space above the title.

16/ See Part III, Section A, paragraph 8, supra.

b. Enter the schedule number which shall be the number 7001, preceded by the symbol "CAP", for the first schedule, and continue thereafter in numerical sequence until the end of the fiscal year; this number is to be entered upon each sheet of the schedule.

c. Enter the sheet numbers which shall be 1, if there is only one sheet; 1 of 2 sheets, 2 of 2 sheets, etc., if the schedule consists of two or more sheets.

d. Enter the word "Agriculturo" over the words "(Department or Establishment)".

e. Enter the letters "A.A.A." followed by the name of the state in which the State office is located followed by the words "State Office" over the words "(Bureau or Office)".

f. Enter "G. F. Allen, Chief Disbursing Officer" after the words "Made by".

g. Enter the name of the city and State in which the Disbursing Office is located over the word "(Station)".

h. Enter the month and year current at the time the schedule is expected to be taken up by the Disbursing Office after the word "Period".

i. Enter the symbol number furnished by the Disbursing Officer for this purpose after the words "D. O. Symbol No."

j. Enter the date the remittance was received in the column entitled "Date Received".

k. Enter the receipt number 17/ in the column entitled "Receipt Number".

l. Enter the name and address of the bank or post office in the case of a check, draft, or money order, or if a personal check, the name and address of the drawer and of the bank upon which drawn in the column entitled "Name of Remitter". Enter the date and serial number of each remittance beneath the name and address of the remitter. If the refund is made in cash, enter the name and address of the person making the refund and the words "Cash Item".

m. A concise statement of the purpose for which the refund was made, including the name of the person to whom the refunded payment was made, the application serial

number, the "Disbursing Officer's Voucher No." under which the refunded payment was scheduled, and the number of the check representing the former payment as it appears from the voucher should be entered in the column entitled "Detailed Description of Purpose for which Collections were Received". 18/

n. Enter the amount of the refund which is being transferred from the special deposits account to the appropriation, in the column entitled "Amount to be Transferred to Regular Account".

o. Enter the symbol and title of the appropriation to be credited in the column entitled "Fund to be Credited"; this symbol and title of the appropriation is not required to be entered for each item listed unless the various items are to be credited to different appropriations.

p. Enter the total amount of the items to be transferred in the fifth column after the word "Total"; this total is to be entered only on the last sheet when the schedule consists of more than one sheet.

q. The signature of the Certifying Officer should be entered in the space above the words "(Signature of Approving Officer)" and his title is to be entered after the word "Title" in the lower right corner; these entries are to be made only on the last sheet when the schedule consists of more than one sheet.

r. When a schedule consists of more than one sheet, the sheets comprising each of the nine sets should be firmly stapled together.

2. Transfers of amounts received as refunds from different counties should be listed on different schedules but all of the transfers of refunds from a county may be listed on one schedule provided that not more than five sheets are required. Refunds transferred from the special deposits account to different appropriations should not be scheduled on the same Standard Form No. 1046, Revised.

3. Standard Form No. 1046, Revised, should be distributed as follows:

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18/ The entries required in sub-paragraphs j., k., l., and m. of paragraph 1, Section A, Part IV, should agree with the corresponding entries appearing on the Standard Form No. 1044, Revised, on which the items are scheduled for collection.

a. Forward the original and three copies to the Disbursing Office. One of these copies must be stamped "Forward to Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C."

b. Forward one copy to the Bookkeeping and Warrants Section, Treasury Department, Washington, D. C.

c. Forward one copy to the Accounting and Bookkeeping Division, General Accounting Office, Washington, D. C.

d. File two copies numerically in a pending file.

e. The Disbursing Office, after a period of approximately forty-eight hours from the time the schedule is received, will return one copy, together with a certificate of deposit, to the State office.

f. Transcribe the information shown in the lower left corner of the copy returned from the Disbursing Office upon the two file copies after verifying the transfer of the scheduled items.

g. Transmit the copy returned from the Disbursing Office, accompanied by the certificate of deposit and Form ACP-28 19/ to the State Accountant.

h. Forward one copy of the schedule showing the information transcribed thereon in accordance with subparagraph f. of this paragraph 3 to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.

i. One copy should be filed by schedule numbers in the Clearance Unit.

B. WHEN THE REMITTANCE WAS NOT THE CORRECT AMOUNT DUE

1. When an examination of the case indicates that a remittance scheduled for collection and deposit to the **credit** of the special deposits account 20/ is in excess of the amount due as a refund under an application, Standard Form No. 1046, Revised, should be prepared in

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19/ See Part III, Section A, paragraphs 5 and 9, supra.

20/ See Part III, Section A, paragraph 8, supra.

accordance with Section A of this Part IV for the amount of the remittance which has been determined to be the amount due as a refund. If no refund is due under the application and the entire amount of the remittance is to be returned to the depositor, it is not necessary to prepare Standard Form No. 1046, Revised, since no amount is to be transferred to the appropriation account.

2. The amount of the remittance which is in excess of that due will be vouchered on Standard Form No. 1047 "Public Voucher for Refunds", and Standard Form No. 1048, "Public Voucher for Refunds - Memorandum", as follows:

a. The original will be Standard Form No. 1047 and the three copies required will be Standard Form No. 1048.

b. Enter the serial number which shall be the number one (1) preceded by the symbol "CAP" for the first voucher and continue thereafter in numerical sequence until the end of the fiscal year.

c. The "D. O. Voucher No." will be left blank as it will be filled in by the Disbursing Office.

d. Enter the words "Department of Agriculture, AAA State Office" (inserting the name of the State after the letters "U. S.")

e. Enter the name of the city and State in which the State office is located after the word "Location".

f. Insert the symbol number and title 21/ of the special deposits account after the words "Appropriation or Fund".

g. Enter the name of the payee (the person to whom the excess amount is being returned) after the word "To".

h. Insert the words "In care of" followed by the name and address of the proper Association Treasurer after the word "Address".

i. Insert the abbreviation "Sch. of Col. No." followed by the schedule number of the Standard Form No. 1044, Revised, upon which the remittance was covered into the special deposits account after the words "Deposit received from the above named depositor on". The receipted date of the Standard Form No. 1044, Revised, should follow this entry.

j. Insert the information appearing in the column entitled "Detailed Description of Purpose for which Collections were Received" on Standard Form No. 1044, Revised, after the word "for".

k. Enter the total amount of the remittance deposited after the words "Amount of Deposit \_\_\_\_\_ \$ \_\_\_\_\_".

l. Insert the amount transferred to the appropriation account in accordance with paragraph 1 of this Section B after the words "Applied as explained in 'Remarks' below".

m. Enter the difference between the amounts entered in accordance with sub-paragraph k. and l. of this paragraph 2 (the amount to be returned to the depositor) after the words "Balance authorized to be refunded \_\_\_\_\_ \$ \_\_\_\_\_".

n. Following the word "Remarks" there should be inserted a concise statement of the reason for returning the amount entered in accordance with sub-paragraph m. of this paragraph 2 to the depositor. The explanation should include the statement that, as a result of returning the amount to the depositor, the amount entered in accordance with sub-paragraph l. of this paragraph 2 has been properly credited to the appropriation account.

o. Enter the date of preparation and the signature and title of the Certifying Officer in the spaces provided.

3. Prepare an original and five copies of Standard Form No. 1064, "Schedule of Disbursements", as follows:

a. Enter the word "Agriculture" over the words "(Department or Establishment)".

b. Enter the words "AAA \_\_\_\_\_ State Office" (inserting the name of the State) over the words "(Bureau or Office)".

c. No entry shall be made over the words "(Date Paid)".

d. Enter the words "G. F. Allen" after the word "By".

e. Enter the words "Chief Disbursing Officer" over the words "(Title or rank)".

f. Enter the names of the city and State in which the Disbursing Office is located over the word "(Station)".

g. Enter the month and year in which it is anticipated that the voucher will be paid (not the month in which prepared) after the word "Period".

h. Enter the symbol number furnished by the Disbursing Office for this purpose after the words "Symbol No."

i. Enter the State code number followed by the letter "R" and the number next succeeding the last number assigned in the series adopted July 1, 1938, pursuant to Budget and Accounting Letter No. 1, dated July 5, 1938, for the first schedule used in connection with Standard Form No. 1047 and continue thereafter in numerical sequence until the end of the fiscal year.

j. Enter the date the schedule is prepared after the word "Date".

k. No entry should be made in the column entitled "Disbursing Officer's Voucher No."

l. Enter the serial number of the Standard Form No. 1047 in the column entitled "Bureau or Office Voucher No."

m. Enter the name of the payee as inserted in Standard Form No. 1047.

n. Insert the symbol number of the special deposits account followed by the words "Special Deposits" in the column entitled "Symbol of Appropriation or Fund".

o. Enter the amount to be returned to the remitter in the column entitled "Amount".

p. The Certifying Officer should sign and enter his title in the spaces provided.

4. The original and three copies of Standard Form No. 1064, one copy of Standard Form No. 1048, Standard Form No. 1047, and the original and three copies of Standard Form No. 1046, Revised, (when prepared in accordance with paragraph 1 of this Section B) should be forwarded to the Disbursing Office. One copy of Standard Form No. 1064 should be stamped "Forward to Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C."

5. One copy of Standard Form No. 1064 should be transmitted to the State Accountant.

6. One copy of Standard Form No. 1046, Revised, if prepared, should be forwarded to the Bookkeeping and Warrants Section, Treasury Department, Washington, D. C.

7. One copy of Standard Form No. 1046, Revised, if prepared, should be forwarded to the Accounting and Bookkeeping Division, General Accounting Office, Washington, D. C.

8. The Remittance Clerk should file one copy of Standard Form No. 1064 and three copies of Standard Form No. 1046, Revised, if prepared, in a pending file by schedule numbers.

9. Two copies of Standard Form No. 1048 should be filed numerically by voucher numbers.

10. The Disbursing Office, after a period of approximately forty-eight hours from the time the schedule is received, will return one copy of Standard Forms Nos. 1046, Revised, if prepared, and 1064. The notations made thereon should be transcribed upon the file copies 22/ after verifying the correctness of the schedules.

11. Copies of Standard Forms No. 1046, Revised, if prepared, and 1064 which were returned from the Disbursing Office should be transmitted together with one copy of Standard Form No. 1048 and one copy of Form ACP-28 to the State Accountant.

12. One copy of Standard Form No. 1046, Revised, if prepared, should be forwarded to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.

13. One copy of Standard Form No. 1064 should be placed in the file of Standard Forms No. 1048. 23/

14. One copy of Standard Form No. 1046, Revised, if prepared, should be filed in the Clearance Unit by schedule numbers. 24/

#### PART V. PROCEDURE FOR CANCELING TREASURY CHECKS

##### A. CANCELATION OF TREASURY CHECKS HELD IN THE DISBURSING OFFICE FOR REASONS OTHER THAN DEATH OR INCOMPETENCE OF THE PAYEE

1 When it has been determined that a Treasury check which is held by the Disbursing Office should be canceled for any reason other than the death or incompetence of the payee, an original and six copies of Standard Form No. 1044, Revised, "Schedule of Collections" should be prepared as follows:

22/ See paragraph 8, supra.

23/ See paragraph 9, supra.

24/ See Part A, paragraph 3i., supra.

a. Strike out of the printed title the word "COLLECTIONS" and insert immediately above and in lieu thereof the words "CANCELED CHECKS".

b. Enter the State and county code numbers in the space above the title.

c. Enter the schedule number which shall be the number one (1) preceded by the symbol "CAP"; for the first schedule and continue thereafter in numerical sequence until the end of the fiscal year; this number should be entered upon each sheet of the particular schedule.

d. Enter the sheet number which shall be 1, if there is only one sheet, or 1 of 2 sheets, 2 of 2 sheets etc., if the schedule consists of two or more sheets.

e. Enter the word "Agriculture" over the words "(Department or Establishment)".

f. Enter the letters "A.A.A." followed by the name of the State in which the State Office is located and the words "State Office" over the words "(Bureau or Office)".

g. Enter "G. F. Allen, Chief Disbursing Officer" after the words "Received by".

h. Enter the name of the city and State in which the Regional Disbursing Office is located after the word "at".

i. Enter the month and year in which the schedule is expected to be taken up by the Disbursing Office after the word "Period".

j. Enter the symbol number furnished by the Disbursing Officer for this purpose after the words "D. O. Symbol No.".

k. Insert the words "Check issued" in the first column in lieu of the printed title "Date Received", and enter in that column the date of the check.

l. Insert the words "Check No." in the second column in lieu of the printed title "Receipt No." and enter in that column the serial number of the check to be canceled.

m. Enter the name of the payee (spelled exactly as it appears on the check) in the column entitled "Name of Remitter" and immediately thereunder enter the

words "Voucher No." followed by the "Disbursing Officer's Voucher No." under which the payment represented by the returned Treasury check was certified.

n. Enter a brief statement of the reason for requesting cancelation, e.g., "payee not entitled" or "payee overpaid", in the column entitled "Detailed Description of Purpose For Which Collections Were Received."

o. Enter the amount for which the check was drawn in the column entitled "Amount".

p. Enter the symbol and title of the appropriation against which the check was drawn in the column entitled "Fund to be Credited"; this symbol and title of the appropriation is not required to be entered for each check listed.

q. Enter the total amount of the check(s) in the fifth column after the word "Total"; this total is to be entered only on the last sheet when the schedule consists of more than one sheet.

r. Enter a notation in the body of the schedule to the effect that every check listed thereon is held by the Disbursing Office.

s. The date the schedule is to be forwarded to the Disbursing Office and the signature and title of the Administrative Officer should be entered in the lower right corner (the lower left corner is for the use of the Disbursing Office); these entries should be made only on the last sheet when the schedule consists of more than one sheet.

t. The signature of the Administrative Officer need be placed only on the original of the schedule provided that a facsimile signature is stamped, or the name of such officer typed, on the copies of the schedule.

u. When a schedule consists of more than one sheet, the sheets comprising each of the seven sets should be firmly stapled together.

v. Attach the original copy of Treasury Form 1664-A (Revised), which has been signed by the Administrative Officer, to Standard Form No. 1044, Revised, altered to be a Schedule of Canceled Checks, when forwarded to the Disbursing Office.

2. Checks issued with respect to applications from different counties should be listed on separate schedules but all of the checks from one county which are to be canceled may be listed on one schedule provided that not more than five sheets are required for the schedule. Checks drawn against a particular appropriation should not be scheduled for cancellation on the same schedule on which checks drawn against other appropriations are listed.

3. Standard Forms No. 1044, Revised, as altered to be a Schedule of Canceled Checks, should be distributed as follows:

a. The original and four copies shall be forwarded to the Disbursing Office. One of these copies shall be stamped "Forward to Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C."

b. Two copies should be filed numerically in a pending file.

c. The Disbursing Office, after a period of approximately forty-eight hours from the time the schedule is received, will return one copy to the State Office.

d. The information shown in the lower left corner of the copy returned from the Disbursing Office should be transcribed upon the two file copies after verifying the cancellation of the checks scheduled.

e. The following information should be inserted in the original and two copies of Form ACP-28, prepared with respect to the canceled checks:

(1) Enter the schedule number of Standard Form No. 1044, Revised, after the words "Schedule No. of Standard Form No. 1044, Rev."

(2) Enter the Disbursing Office voucher number under which the payment represented by the canceled check was certified and the date it was paid after the words "D. O. Voucher No." and "Date", respectively.

(3) Enter the symbol number of the fund credited and the date shown in the lower left corner of Standard Form No. 1044, Revised, after the words "Fund Credited" and "Date", respectively. 25/

(4) A concise statement of the action taken and proposed to be taken in the settlement of the case should be entered in the remaining blank space beneath the words "Action Taken".

(5) The Administrative Officer should sign the original and two copies of Form ACP-28. 26/

f. The copy returned from the Disbursing Office, accompanied by one copy of the completed Form ACP-28 should be forwarded to the State Accountant.

g. One copy of the schedule showing the information transcribed thereon in accordance with subparagraph d. of this paragraph 3 should be forwarded to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.

h. One copy should be filed numerically by schedule numbers in the Clearance Unit within folders designated by the month and year in which the Standard Forms No. 1044, Revised, were stamped as received by the Disbursing Office.

B. CANCELATION OF CHECKS HELD IN THE DISBURSING OFFICE, DRAWN PAYABLE TO THE ORDER OF A DECEASED OR INCOMPETENT PAYEE.

1. Checks held in the Disbursing Office which were returned to that office by reason of the death or incompetence of the payee are to be canceled in accordance with Part A of this Section V, except that:

a. Two additional copies of Standard Form No. 1044, Revised, shall be prepared and forwarded to the Disbursing Office. These two copies shall be stamped, or bear a typed notation above the heading thereof, as follows: "Forward to \_\_\_\_\_ Préaudit Office".

b. Checks drawn payable to a deceased or incompetent payee shall be canceled without regard to whether Form CAP-11 has been received in the State Office.

c. Checks scheduled for cancellation in accordance with this Section B shall not be scheduled with checks scheduled for cancellation for any other reason.

d. The reason to be given for cancelation shall be "Payee deceased" or "Payee incompetent", whichever is applicable.

e. Attach the original copy of Treasury Form 1664-A (Revised), which has been signed by the Administrative Officer in Charge, to Standard Form No. 1044, Revised, altered to be a Schedule of Canceled Checks, when forwarded to the Disbursing Office.

2. Upon receipt of an accomplished copy of Standard Form No. 1044, Revised, altered to read "Schedule of Canceled Checks", the State Accountant should be notified of the cancelation in the usual manner as indicated in Part V, Section A, paragraph 3f., hereof except that the copy of Standard Form No. 1044, Revised, which is furnished the State Accountant, together with a copy of Form ACP-28, should bear a notation to the effect that the amount of the canceled checks should be incumbered inasmuch as such amounts are reclaimable.

C. CANCELATION OF TREASURY CHECKS HELD BY GENERAL ACCOUNTING OFFICE FOR REASONS OTHER THAN THE DEATH OR INCOMPETENCE OF THE PAYEE.

1. When it has been determined that a Treasury check which has been forwarded to the General Accounting Office by the Disbursing Office 27/ should be canceled for any reason other than the death or incompetence of the payee, such cancelation may be accomplished by the use of Form AAA-375, prepared in the original and at least two copies, 28/ or by preparing a letter for the signature of the Administrative Officer addressed to the Chief, Records Division, Check Section, General Accounting Office, Washington, D. C. Documents or papers which form the basis of the request for cancelation of the check should not accompany the letter, or Form AAA-375, if prepared. The letter should be prepared with an original and at least two copies 28/ and should be prepared in the following general form:

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

February 1, 1938.

Chief, Records Division,  
Check Section,  
General Accounting Office,  
Washington, D. C.

Sir:

27/ See Part II, Section C, paragraph 1, supra.

28/ Additional copies should be prepared, if necessary, in keeping with the requirements of the State office.

Reference is made to 1937 Cotton Price Adjustment Check No. \_\_\_\_\_, drawn \_\_\_\_\_ (date) \_\_\_\_\_, in the amount of \$ \_\_\_\_\_, by G. F. Allen, Symbol \_\_\_\_\_, to the order of \_\_\_\_\_, against appropriation \_\_\_\_\_.

According to the records of the \_\_\_\_\_ State Office, Southern Division, Agricultural Adjustment Administration, the payee of the above described check is not entitled to the proceeds thereof for the reason that he knowingly planted cotton in 1938, on a farm in which he has an interest as a cotton producer, on acreage in excess of the cotton acreage allotment established for such farm.

It is therefore requested that the subject check be canceled and the proceeds thereof covered back into the appropriation from which drawn, i.e., \_\_\_\_\_ . 29/

Respectfully,

Administrative Officer in Charge.

2. On the first copy of the letter to the Chief, Records Division, Check Section, General Accounting Office, or Form AAA-375, if prepared, there should be typed beneath the words "Administrative Officer in Charge" a notation to the effect that the action taken in connection with the cancellation of the check should be inserted thereon and the copy returned to the Administrative Officer. The notation should be in the following general form:

Please return this copy to \_\_\_\_\_ 30/  
with a notation as to action taken.

The letter, or Form AAA-375, should be given a schedule number in the series allotted to Standard Forms 1044, Revised, altered to be a Schedule of Canceled Checks.

3. The original and one copy of the letter referred to, or Form AAA-375, if prepared, should be forwarded directly by the State Office to the Chief, Records Division, Check Section, General Accounting Office, Washington, D. C.

29/ In the two places where the appropriation is mentioned in the letter, the full symbol and title thereof must be used.

30/ The full name, title, and address of the Administrative Officer should be stated in the notation to avoid possible confusion in returning the copy.

4. A copy of the letter, or Form AAA-375, if prepared, should be filed in the Clearance Unit alphabetically by the name of the payee, pending return of the copy by the General Accounting Office.

5. Upon the return of the copy from the General Accounting Office, the information noted thereon should be transcribed upon the file copy.

6. Form ACP-28 should be completed in the manner outlined in Section A, paragraph 3(e) of this Part V, except that a notation should be made that the cancelation was effected by the General Accounting Office in the space provided for the Schedule No. of Standard Form 1044, Revised. The date of cancelation should also be given.

7. The file copy of the letter, or Form AAA-375, if prepared, upon which the notation as to action taken has been transcribed, together with a copy of Form ACP-28, should be transmitted to the State Accountant.

8. The copy of the letter returned from the General Accounting Office should be filed in the Clearance Unit alphabetically by the name of the payee of the canceled check.

D. CANCELATION OF CHECKS HELD IN THE GENERAL ACCOUNTING OFFICE,  
DRAWN PAYABLE TO THE ORDER OF A DECEASED OR INCOMPETENT PAYEE

1. Checks held in the General Accounting Office which were returned to the Disbursing Office by reason of the death or incompetence of the payee may be canceled by addressing a memorandum, in duplicate, prepared for the signature of the Administrative Officer to the Chief of Party, General Accounting Preaudit Office, (hereinafter referred to as Preaudit Office). Such memorandum should be in the following general form:

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

(Date)

Mr. John Doe,  
Chief of Party,  
General Accounting Preaudit Office,  
Athens, Georgia.

Dear Mr. Doe:

Reference is made to the 1937 Cotton Price Adjustment checks described herein which were returned to the Disbursing Office by reason of the death or incompetence of the payees thereof, and subsequently forwarded by that office to the Chief, Records Division, Check Section, General Accounting Office.

The checks, drawn by G. F. Allen, Symbol \_\_\_\_\_, against appropriation 12-2100(21)3, Exportation and Domestic Consumption of Agricultural Commodities, Department of Agriculture (Cotton Price Adjustment) (AAA) (Payments, 1937 Cotton Crop), are described below and it is requested that action be taken by your office to effect cancelation of the checks listed.

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>	<u>Payee</u>	<u>D. O. Vou. No.</u>	<u>Reason for Request for Cancelation</u>
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-----	-----	-----	-----	-----	-----
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When the checks described above have been canceled it is requested that this office be so notified.

Very truly yours,

Administrative Officer in Charge.

2. The reason given for requesting cancelation shall be "Payee deceased" or "Payee incompetent", whichever is applicable.

3. The letter should be given a schedule number in the series allotted to Standard Forms No. 1044, Revised, altered to be a Schedule of Canceled Checks.

4. The Preaudit Office will notify the State Office when cancelation is effected.

5. Form ACP-28 should be completed in the manner outlined in Section A, paragraph 3e., of this Part V, except that a notation should be made to the effect that the check was canceled by the General Accounting Office. Such notation should appear in the space provided for the schedule number of Standard Form No. 1044, Revised. The date of cancelation should also appear.

6. Checks drawn to the order of deceased or incompetent payees may be canceled by use of Form AAA-375, or by a letter addressed to the Chief, Records Division, Check Section, General Accounting Office, as outlined in Section C of this Part V, provided that a notation is made thereon that such request for cancelation is to go forward through the Preaudit Office. Discretion as to the use of either Form AAA-375, the letter to the Chief, Records Division, Check Section, General Accounting

Office, or the memorandum to the Chief of Party, General Accounting Preaudit Office, will ordinarily be controlled by the number of cases pending at the time cancelation is requested.

PART VI. PROCEDURE TO BE FOLLOWED IN CASES INVOLVING THE NON-RECEIPT, LOSS, DESTRUCTION, OR FORGERY OF A TREASURY CHECK.

A. NOTICE OF THE NON-RECEIPT, LOSS, DESTRUCTION, OR FORGERY OF A TREASURY CHECK.

1. The Treasury Department has exclusive jurisdiction over every case involving the non-receipt, loss, destruction, or forgery of a Treasury check and all questions arising in connection therewith must be referred directly to the Disbursing Office from which the check was issued without delay or investigation by the State or County Office to whose attention the matter may be brought.

2. Whenever any check is lost, stolen or destroyed, the payee, to protect his interest, should immediately notify the Disbursing Office over his signature and address, giving, if possible,

- a. the date the check was drawn,
- b. the number of the check,
- c. the amount for which the check was drawn, and
- d. request that payment be stopped.

3. If the original check is recovered before the issuance of a check to replace the forged one, the Disbursing Office should be requested by the payee to remove stoppage thereon and the check should not be negotiated until one week thereafter. In the event that a duplicate check has been issued prior to the recovery of the original check, the original check should be returned to the Disbursing Office.

4. When the State Office is notified that a Treasury check has been lost, stolen, destroyed, or forged, the person giving such information should be advised that the case is being referred to the Disbursing Office for appropriate action and that future inquiries should be directed to that office. The correspondence received in connection therewith should be forwarded immediately to the Disbursing Office.

B. ADMINISTRATIVE REPORTS IN CONNECTION WITH FORGED TREASURY CHECKS

1. In certain instances involving forged checks, the Treasurer of the United States will transmit to the State Office through the Disbursing Office, a form letter requesting information as to whether any reason exists why the payee should not receive a check in the amount originally certified. The Treasurer will state whether payment

has been made by the Treasury Department on the alleged forged check or whether payment of the check was declined by reason of the forgery and this distinction shall be observed carefully in complying with the provisions of the succeeding paragraphs.

2. Upon the receipt of the form letter referred to in paragraph 1 of this Section B, the Remittance Clerk shall determine "whether any overpayment exists in the account of the above named payee or whether there is any other reason why settlement should not be made" by

a. checking the register and listing of indebtedness to determine whether the payee has been added to the list subsequent to the approval of his voucher by reason of his indebtedness to the Agricultural Adjustment Administration (indebtedness to other agencies of the Government shall be disregarded and no set-off made), 31/

b. examining correspondence and case files since notice of an overpayment may have been received, and

c. examining the file copy of Form CAP-103, Revised, (and Form CAP-103A and CAP-103B, if applicable) and related papers to verify the correctness of the previous certification of the payment.

3. If no reason exists why settlement should not be made to the payee in the amount originally certified, i.e., the payee is not indebted to the Agricultural Adjustment Administration and no overpayment has been made, an undated letter for the signature of the Acting Director of Finance should be prepared with the original on letterhead stationery of the Office of Budget and Finance, Department of Agriculture, and five copies on regular copy paper and addressed to the Treasurer of the United States, Accounting Division, Washington, D. C.

a. If the letter from the Treasurer indicates that the check was not paid by the Treasury Department, the letter should be in the following general form:

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

This is in reply to your letter of \_\_\_\_\_ ( ), 32/  
relative to check No. \_\_\_\_\_, dated \_\_\_\_\_,  
for \$ \_\_\_\_\_, drawn by G. F. Allen, Symbol \_\_\_\_\_,  
to the order of \_\_\_\_\_,  
payment of which was declined on account of an alleged  
forged endorsement of the payee's name.

An examination of the records relative to the 1937  
Cotton Price Adjustment application, \_\_\_\_\_,  
executed by this payee, discloses the fact that no over-  
payment exists in the account of this payee and there  
appears no reason why settlement should not be made with  
\_\_\_\_\_, in the amount of \$ \_\_\_\_\_,  
provided that such person has not received the proceeds of  
the original check.

Respectfully,

Acting Director of Finance.

b. If the letter from the Treasurer indicates that  
the check was paid by the Treasury Department and recovered  
through the endorser, the letter should be in the follow-  
ing general form:

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

This is in reply to your letter of \_\_\_\_\_ ( ) 33/  
relative to check No. \_\_\_\_\_, dated \_\_\_\_\_,  
for \$ \_\_\_\_\_, drawn by G. F. Allen, Symbol \_\_\_\_\_,  
to the order of \_\_\_\_\_, the amount of  
which has been recovered through the endorser because of the  
forged endorsement of the payee's name.

An examination of the records relative to the 1937  
Cotton Price Adjustment application \_\_\_\_\_,  
executed by this payee, discloses the fact that no overpay-  
ment exists in the account and there appears no reason why

- 32/ Insert the Treasury Department file reference  
33/ Insert the Treasury Department file reference

settlement should not be made with \_\_\_\_\_  
in the amount of \$ \_\_\_\_\_, provided that such person  
has not received the proceeds of the original check.

Respectfully,

Acting Director of Finance.

c. The Administrative Officer in Charge should initial all copies with the exception of the first copy and his full name and address should be typed on all copies with the exception of the first copy. The original and first four copies (including the one which has not been initialed and from which the name and address of the Administrative Officer have been omitted) of the letter should be forwarded to the Director.

4. If the allegedly forged check represents an overpayment certified to the payee and the check was not paid by the Treasury Department, the procedure outlined in paragraph 3 of this Section B is applicable with the following exceptions:

a. The letter (original and five copies)  
for the signature of the Acting Director of Finance  
should read as follows:

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

This is in reply to your letter of \_\_\_\_\_ ( ) 34/  
relative to check No. \_\_\_\_\_, dated \_\_\_\_\_,  
for \$ \_\_\_\_\_, drawn by G. F. Allen, Symbol \_\_\_\_\_,  
to the order of \_\_\_\_\_,  
payment of which was declined on account of an alleged forged  
endorsement of the payee's name.

An examination of the records relative to the 1937  
Cotton Price Adjustment application, \_\_\_\_\_, executed  
by this payee discloses the fact that an overpayment exists  
in the account of this payee. It is requested that the  
above described check be transmitted to the General Accounting

Office in order that proper settlement may be made. An administrative report, relative to the account of this payee, has been prepared by this Office and is being transmitted to the General Accounting Office.

Respectfully,

Acting Director of Finance.

b. An original and four copies of Form AD-42 should then be prepared in the following general form:

AD-42

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

General Accounting Office,  
Claims Division.

The accompanying account of John Doe, \_\_\_\_\_, Street, \_\_\_\_\_ application number \_\_\_\_\_, has received administrative examination in this department and is transmitted to you for settlement.

Amount claimed	\$200.00
Differences explained below	20.00
Approved for	180.00

Appropriation 12-2100(21)3, Exportation and Domestic Consumption of Agricultural Commodities, Department of Agriculture, (Cotton Price Adjustment) (AAA) (Payments, 1937 Cotton Crop)

According to the records of the \_\_\_\_\_ State Office, Southern Division, Agricultural Adjustment Administration, the payment to the above named claimant was originally certified for an amount \$20.00 in excess of that due by reason of the fact that the share of such claimant in the planted acres, as shown on the application, was greater than the acreage share to which he was actually entitled. Payment is approved for \$180.00 in accordance with the attached documents. The Treasurer of the United States is being requested to forward check No. \_\_\_\_\_, dated \_\_\_\_\_,

for \$ \_\_\_\_\_, drawn by G. F. Allen, symbol \_\_\_\_\_,  
to the order of John Doe, D. O. Vou. No. 6 \_\_\_\_\_,  
to the Claims Division, General Accounting Office.

Respectfully,

Acting Director of Finance.

c. The full name and address of the Administrative Officer should be entered upon all copies of Form AD-42 and such officer should initial two copies of Form AD-42 beneath the words "Acting Director of Finance". The name, title, and initials of the Administrative Officer shall not appear on the original of Form AD-42.

d. Form ACP-28 should be prepared as outlined in Part II, Section B, paragraph 5, hereof. 35/

e. The original and four copies (including the copy which has not been initialed and from which the name and address of the Administrative Officer have been omitted) of the letter to the Treasurer of the United States and the original and three copies of Form AD-42 should be forwarded to the Director.

f. File the copy of the letter to the Treasurer of the United States and the copy of Form AD-42 which were retained in the State Office, and the copies thereof returned to the State Office, alphabetically in order that in the event of inquiry, the claimant may be advised of the action taken.

g. Upon the receipt of Form AAA-367

(1) insert the action taken by the General Accounting Office and the Certificate of Settlement number on Form ACP-28, under the heading "Action Taken";

(2) forward one copy of Form AAA-367 and a completed copy of Form ACP-28 to the State Accountant;

(3) notify the county office by letter of the Certificate of Settlement number, the amount of the overpayment covered back into the appropriation, and the amount, if any, paid directly to the applicant;

(4) enter the Bureau Voucher Number under which the check in question was drawn and the Certificate of Settlement number of Form AAA-367 on the copies of the letter to the Treasurer of the United States and Form AD-42.

5. If the allegedly forged check represents an overpayment to the payee and the letter from the Treasurer of the United States indicates that the check was paid by the Treasury Department and recovered through the endorsers, the procedure outlined in paragraph 3 of this Section B is applicable with the following exceptions:

a. The letter for the signature of the Acting Director of Finance should be prepared with an original and five copies in the following general form:

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

This is in reply to your letter of \_\_\_\_\_ ( ) 36/ relative to check No. \_\_\_\_\_, dated \_\_\_\_\_, for \$ \_\_\_\_\_, drawn by G. F. Allen, Symbol \_\_\_\_\_, to the order \_\_\_\_\_, the amount of which has been recovered through the endorser's because of the forged endorsement of the payee's name.

An examination of the records relative to the 1937 Cotton Price Adjustment application, \_\_\_\_\_, executed by this payee, discloses the fact that an overpayment of \$ \_\_\_\_\_ exists in the account of this payee and as a result thereof the payee is entitled to \$ .37/. It appears that settlement should be made with \_\_\_\_\_, in the amount of \$ .37/ provided that such person has not received the proceeds of the original check and that the amount of \$ .38/ should therefore be deposited to appropriation \_\_\_\_\_.

36/ Insert the Treasury Department file reference.

37/ Insert the difference between the amount of the check and the overpayment.

38/ Insert the amount of the overpayment.

It is further requested that this office be notified when this action has been taken in order that the records may be completed.

Respectfully,

Acting Director of Finance.

b. If the payee was not entitled to any part of the alleged forged check which was paid by the Treasury Department and recovered through the endorser, the letter should be in the following general form:

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

This is in reply to your letter of \_\_\_\_\_ ( ) 39/  
relative to check No. \_\_\_\_\_, dated \_\_\_\_\_,  
for \$ \_\_\_\_\_, drawn by G. F. Allen, Symbol \_\_\_\_\_,  
to the order of \_\_\_\_\_ the amount  
of which has been recovered through the endorser because  
of the forged endorsement of the payee's name.

An examination of the records relative to the 1937  
Cotton Price Adjustment application \_\_\_\_\_,  
executed by this payee, discloses the fact that the payee is  
not entitled to any portion of the proceeds of the above check.  
The amount of the check should therefore be deposited to  
appropriation \_\_\_\_\_.

It is further requested that this office be notified  
of the action taken in order that the records may be com-  
pleted.

Respectfully,

Acting Director of Finance.

c. The procedure outlined in sub-paragraphs d., e., f., and g. of paragraph 4 of this Section B are applicable except that there will not be a copy of Form AD-42 and a notice from the Treasury Department will be received in lieu of Form AAA-367.

PART VII. PROCEDURE TO BE FOLLOWED WHERE THE DISAPPEARANCE OF THE PAYEE CAUSED A TREASURY CHECK TO BE RETURNED

A. ATTEMPT TO LOCATE PAYEE AND REQUEST FOR CHECK RETURNED TO THE DISBURSING OFFICE

1. If the address of a payee is unknown to the Association Treasurer, every effort should be made to locate the payee by writing or making inquiry of his friends, neighbors, the postmaster, or others able to ascertain his new address before the check is returned to the Disbursing Office. Attempts to locate the payee, however, should not cause the check to be held longer than twenty-one days by the Association Treasurer. 40/

2. The return of the check to the Disbursing Office does not relieve the Association Treasurer of the necessity for determining the location of the payee and an effort toward that end should be continued in the manner which the circumstances of the case would reasonably seem to require.

3. In the event the payee is located after the check has been returned to the Disbursing Office, the payee should submit a written request for the check over his signature to the State office setting forth

- a. the application serial number,
- b. the amount of the check,
- c. a representation that he is entitled to the payment, and
- d. his present address.

4. The secretary of the County Agricultural Conservation Association, or a member of the county committee for the county from which the application originated, or the secretary of the County Agricultural Conservation Association for the county in which the payee resides, should certify that the person presenting the claim is entitled to the payment and that his address is correctly stated.

40/ See Treasury Department, Division of Disbursements, Form No. 1721, and ACP-Letter No. 24, issued December 7, 1937, by Mr. G. F. Allen, Chief Disbursing Officer.

B. REQUEST FOR CHECK HELD BY DISBURSING OFFICE

1. Upon the receipt by the State Office of a request 41/ from the payee for the return of a Treasury check held by the Disbursing Office, the application and related forms should be examined to determine whether the proceeds of the check are due the payee, i.e., whether an overpayment has been made in his account or he is reported as indebted to the Agricultural Adjustment Administration (other agencies of the Government are to be disregarded), or for any other reason payment should not be made as originally certified. If an overpayment has been made, the check shall be canceled and handled in accordance with procedure outlined in Part VIII, Sections D or E hereof. If the payee is indebted to the Agricultural Adjustment Administration, the procedure outlined in SRC-104, Part VI, should be followed. If the payment should not be made for reasons other than the ones enumerated above, the case should be referred to the Director for consideration.

2. If the check is to be remailed to the payee, such action should be requested by marking the appropriate block on Treasury Form 1664-A (Revised) and entering in the space provided the name and present address of the payee on the original and two copies. The first copy should be signed and the original and second copy initialed by the Administrative Officer and the three copies returned to the Disbursing Office. 42/

3. The remaining copy of Treasury Form 1664-A (Revised) attached to the case file should bear the same information as is shown on the copies returned to the Disbursing Office and should be placed in a closed file alphabetically by payees' names.

4. Form ACP-28 should be completed and filed as follows:

a. File one copy in the Clearance Unit by State and county code and application serial numbers with the request of the applicant for the checks.

b. Forward one copy to the secretary of the County Agricultural Conservation Association to notify him that the Disbursing Office has been requested to mail the check to the payee.

c. File one copy with the State Office file copy of the original application and related papers.

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41/ If the check is held by the Disbursing Office and the State Office is satisfied that the claim is made in behalf of the proper party, the requirement of a statement from the payee may be waived. This provision is not applicable if the check is held by the General Accounting Office.

42/ If the action "Held-Whereabouts Unknown" has been indicated to the Disbursing Office in accordance with Part II, Section C, paragraph 3, supra, only the original and one copy is to be returned to the Disbursing Office in making final settlement.

C. REQUEST FOR CHECK HELD BY GENERAL ACCOUNTING OFFICE

1. When the payee of a check could not be located by the Association Treasurer thereby causing the check to be returned to the Disbursing Office and the payee makes a request for the return of the check after it has been forwarded to the General Accounting Office, the procedure outlined in Section B, paragraph 1, of this Part VII, shall be followed.

2. If no reasons exist why settlement should not be made with the payee as originally certified, an original and four copies of Form AD-42 should be prepared in the following general form:

AD-42

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF BUDGET AND FINANCE  
WASHINGTON, D. C.

General Accounting Office,  
Claims Division.

The accompanying 43/ account of John Doe \_\_\_\_\_  
Street, \_\_\_\_\_, \_\_\_\_\_ application  
number \_\_\_\_\_ has received administrative ex-  
amination in this department and is transmitted to you for  
settlement. 43/

Amount claimed	\$200.00
Differences explained below	
Approved for	200.00

Appropriation ~~chargeable~~: 12-2100(21)3, Exportation and Dom-  
estic Consumption of Agricultural Commodities, Department of  
Agriculture (Cotton Price Adjustment) (AAA) (Payments, 1937  
Cotton Crop).

According to the records of the \_\_\_\_\_ State  
Office, Southern Division, Agricultural Adjustment Administra-  
tion, the claimant is entitled to the proceeds of Check No.

\_\_\_\_\_, drawn \_\_\_\_\_,  
in the amount of \$ \_\_\_\_\_, by G. F. Allen, Symbol  
No. \_\_\_\_\_, to the order of John Doe, D. O. Voucher  
No. \_\_\_\_\_. Kindly forward the check to the claimant  
in accordance with his request which is attached.

Respectfully,

Acting Director of Finance.

43/ If the claim from the payee or other papers will not be attached to Form AD-42, the word "accompanying" and the words "and is trans-  
mitted to you for settlement" should be deleted.

The full name and address of the Administrative Officer should be typed on all copies and he should initial two copies beneath the words "Acting Director of Finance". The name, title, and initials of such officer shall not appear on the original.

3. The original and three copies of Form AD-42, including the two initialed copies, the statement signed by the payee, and the certificate of the secretary of the County Agricultural Conservation Association should be forwarded to the Director. The other material should be handled in accordance with the procedure outlined in paragraphs 2, 3, and 5 of Section B of this Part VII, with the exceptions that a copy of Form AD-42 should be filed alphabetically by payees' names and the duplicate copy of Treasury Department Form 1664-A (Revised) should be attached thereto.

4. One dated copy of Form AD-42 will be returned to the State Office by the Director and should be filed with the copy of Form ACP-28, which is retained in the Clearance Unit, in order that, in the event of an inquiry, the payee may be notified of the date the claim was forwarded to the General Accounting Office.

5. A notice of the disposition made by the General Accounting Office of the claim will be furnished the State Office by the Director and should be filed with the copy of Form ACP-28 which is retained by the Remittance Clerk.

6. In the event additional information is requested by the Claims Division, General Accounting Office, reply to that office should be prepared in sextuple (original on letterhead paper and five copies on regular copy paper) on stationery of the Office of Budget and Finance, Department of Agriculture, for the signature of the Acting Director of Finance. The Administrative Officer should initial all copies with the exception of the first copy beneath the words "Acting Director of Finance" and his full name and address should be typed on all copies with the exception of the first copy. The original and four copies (including the one which has not been initialed and from which the name and address of the Administrative Officer have been omitted) of the letter should be forwarded to the Director.

PART VIII.: PROCEDURE TO BE FOLLOWED WHERE AMOUNT OF PAYMENT  
UNDER AN APPLICATION IS INCORRECT.

A. PROCEDURE TO BE FOLLOWED WHERE AMOUNT OF TREASURY CHECK IS LESS  
THAN THAT DUE BECAUSE OF ERROR IN THE APPLICATION.

1. When a Treasury check has been issued for less than the amount due because of an error in the application and the payee makes claim for the remaining amount due, the application and supporting forms which substantiate the claim must be executed in the manner prescribed for the execution of any original forms except that:

a. The serial numbers thereof must be the same as those assigned to the original forms followed by the word "adjustment".

b. The application shall be signed by the same person who signed the original application or by the claimant(s). <sup>44/</sup> The interest of every person, whether affected or not must be shown.

c. The application must be accompanied by a statement by the producer(s) affected, or by the person who signed the original application, if such person has signed the adjustment application, which sets forth the circumstances of the case, the administrative voucher number under which the original payment was certified, and requests payment of the balance due. The statement should be approved by the county committeeman who signed the adjustment application. Such county committeeman need not be the same committeeman who certified, for the county committee, the original application.

2. The adjustment application should be audited and computed on the basis of the applicable rates of payment. The total payments due all persons as shown in column (L), should be circled. The adjustment application should be compared with the file copy of the original application to determine whether the adjustment application will result in an increased payment and whether the amounts originally certified for the other applicants have been altered thereby. If it is found that any producer is affected adversely by the increased payment, a debt charge in the amount of the excess payment must be raised against such producer and the amount thereof recovered by set-off or otherwise.

3. The total payments computed for all applicants on the original application shall be subtracted from the corresponding amounts computed on the adjustment application and the differences entered beside the circled entries on the adjustment application appearing in column (L).

4. Vouchers and Schedules of Disbursements should be prepared in accordance with procedure for regular applications except that one additional copy should be prepared for the files of the Clearance Unit. Adjustment applications should not be scheduled with other applications.

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<sup>44/</sup> The claims of two or more producers having an interest in the original application may be paid on a single adjustment application.

5. The adjustment application and the State Office file copy of the original application, the original of the statement of explanation referred to in paragraph 1c of this Section A, and the usual number of copies of the vouchers and schedules of disbursement should be forwarded to the Preaudit Office, accompanied by a memorandum in which the previous amounts certified are identified by reference to the former numbers, dates, and amounts of the checks and the "Disbursing Office Voucher No." and the date under which the application was previously paid.

a. If under the original application a producer was certified for payment in an amount in excess of that due a notation as to the action taken to effect collection of amount overpaid under the original should be included in the memorandum.

6. The material not sent to the Preaudit Office should be routed to the appropriate files in accordance with procedure relating to regular applications.

7. At the time the file of the case is transmitted to the Preaudit Office, the Receiving Unit, or the unit responsible for maintenance of files for copies of application, should be notified of the transmittal of the file copy of the original application to such office in order that an appropriate adjustment in the file charges may be made. At the time Form CAP-108 is returned by the Preaudit Office, the file copy of the original application will also be returned and replaced in the files by the Receiving Unit.

8. The material not sent to the Preaudit Office should be routed to the appropriate files in accordance with existing procedure relating to regular applications.

9. The material received in connection with the claim should be placed in the appropriate files and the secretary of the County Agricultural Conservation Association notified of any exception taken to the claim for additional payment, which may not be allowed. Any payments which have been withheld pending settlement of the claim which has not been allowed should be released in accordance with existing procedure.

B. PROCEDURE TO BE FOLLOWED WHERE AMOUNT OF TREASURY CHECK IS LESS THAN THE AMOUNT DUE BECAUSE OF ERROR IN STATE OFFICE.

1. A claim for an amount due under an application which has been erroneously computed or scheduled by the State Office should be made in the form of a direct request therefor over the signature and address of the claimant(s) affected. 44a/

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44a/ The claims of two or more producers for an interest in an original application may be paid on a single adjustment application.

2. The data set forth in the claim by the producer(s) should be compared with the State Office file copy of the original application to determine that the claim is not based upon any error in the execution of the original application which would require disposition in accordance with Section A of this Part VIII.

3. An adjustment application should be prepared in accordance with the provisions of Section A, paragraphs 1, 2, and 3 of this Part VIII. Payment may be made only to producers making claim therefor.

4. Vouchers and schedules of disbursements should be prepared in accordance with procedure provided with respect to regular applications, except that one additional copy should be prepared for the files of the Clearance Unit. Adjustment applications should not be scheduled and vouchered with another application.

5. The adjustment application of the State Office file copy of the original application, the original of the written request of the applicant and the usual number of copies of the schedules and vouchers of disbursements should be forwarded to the Preaudit Office, accompanied by a memorandum to that office in which the previous amount certified is identified by reference to the number, date, and amount of the check, the "Disbursing Office Voucher Number", and the date under which the original application was paid.

6. The material not sent to the Preaudit Office should be routed to the appropriate files in accordance with existing procedure.

7. When the error alleged by the claimant cannot be found, the material should be filed and the secretary of the County Agricultural Conservation Association, and the claimant, notified of the exception taken. Any payments which may have been withheld pending the settlement of the disallowed claim should be released in accordance with existing procedure.

8. If the error in the State Office which caused the claim to be overpaid resulted in an overpayment to one or more of the other persons interested in the original application, there should be incorporated in the memorandum prepared, pursuant to paragraph 5 of this Section B, supra, a complete statement as to the nature of the error, the action taken toward effecting collection of the overpayment, and, if the overpaid producer has failed to refund the amount of the overpayment, a statement to the effect that a debt charge has been raised against the overpaid producer in the State Office records.

9. At the time the file of the case is transmitted to the Preaudit Office, the Receiving Unit, or the unit responsible for maintenance of files for copies of applications, should be notified of the transmittal of the file copy of the original application to

the Preaudit Office in order that an appropriate adjustment in the file charges may be made. At the time Form CAP-108 is returned by the Preaudit Office, the file copy of the original application will also be returned and replaced in the files by the Receiving Unit.

C. PROCEDURE TO BE FOLLOWED WHERE A TREASURY CHECK HAS BEEN RETURNED IN CONNECTION WITH PAYMENT MADE FOR LESS THAN AMOUNT DUE

1. The material 45/ which has been submitted in connection with the return of a Treasury check which was issued for less than the amount due should be examined and an adjustment application prepared in accordance with Sections A or B of this Part VIII, whichever is applicable.

2. The returned Treasury check should not be canceled but should be returned to the payee in the manner outlined in Sections B or C of Part VII, hereof, whichever is applicable. The payee should be advised that negotiation of the check will not jeopardize his right to claim any additional amount due.

3. The material should be forwarded to the Preaudit Office in accordance with Section A, paragraph 5, or Section B, paragraph 5 of this Part VIII, whichever is applicable.

D. PROCEDURE TO BE FOLLOWED WHERE AMOUNT OF THE RETURNED TREASURY CHECK IS IN EXCESS OF THAT DUE BECAUSE OF ERROR IN APPLICATION

1. The adjustment application and related forms submitted in connection with a Treasury check which has been returned because it is in excess of the amount due through an error in the original application should be prepared in the manner prescribed for any original forms except that:

a. The serial numbers thereof must be the same as those assigned to the original forms followed by the word "Adjustment".

b. The applicant need not sign the adjustment application.

2. An adjustment application should be computed on the basis of the applicable rates of payment and the amount of the total payments for the applicants not affected thereby should be circled.

3. The Vouchers and Schedules of Disbursements should be prepared in accordance with procedure outlined for regular applications with the exception that one additional copy should be prepared for the files of the Clearance Unit. The adjustment application should not be scheduled with other applications.

45/ See Sections A and B, supra.

4. The Treasury check(s) returned in connection with the claim should be canceled as outlined in Part V hereof.

5. The record of the disposition of the checks should be entered on the reverse side of the original and remaining copies of Treasury Form 1664-A (Revised). The original of Treasury Form 1664-A (Revised) should be placed in the closed file 46/ and the duplicate copies thereof stapled to the State Office file copy of the original application.

6. The adjustment application, the State Office file copy of the original application, one copy of Form ACP-28 with respect to each canceled check, and the usual number of copies of the schedules and vouchers of disbursements should be transmitted to the Preaudit Office.

7. The material not sent to the Preaudit Office should be routed to the appropriate files in accordance with existing procedure.

8. A copy of Form ACP-28 should be filed by the State and county code and application serial numbers in the Clearance Unit.

9. Any payments which may have been withheld pending settlement of a disallowed claim should be released in accordance with existing procedure. Any Treasury checks returned to the Disbursing Office in connection with but which were not involved in the overpayment should be released in accordance with Part VII hereof.

10. At the time the file of the case is transmitted to the Preaudit Office, the Receiving Unit, or the unit responsible for maintenance of files for copies of original applications, should be notified of the transmittal of the file copy of the original application to such office in order that appropriate adjustment in the file charges may be made. At the time Form CAP-108 is returned to the State Office by the Preaudit Office, the file copy of the original application will also be returned and replaced in the files by the Receiving Unit.

E. PROCEDURE TO BE FOLLOWED WHERE AMOUNT OF RETURNED TREASURY CHECK IS IN EXCESS OF THAT DUE BECAUSE OF ERROR IN STATE OFFICE

1. When a Treasury check has been returned because of an error in computing or scheduling the payment by the State Office, a copy of the original application should be prepared (the signature of the applicants, county committeeman, and the secretary of the County Agricultural Conservation Association are not necessary).

2. The necessary copies of vouchers and schedules of disbursements should be prepared and the copy of the application completed in accordance with the instructions contained in Section D, paragraphs 2 and 3 of this Part VIII.

3. The Treasury check(s) returned in connection with the claim should be canceled as outlined in Part V hereof.

46/ See Part II, Section C, supra.

4. Treasury Forms 1664-A (Revised) should be filed in accordance with Section D, paragraph 5 of this Part VIII.

5. The case should be routed to the proper offices in accordance with paragraphs 6 and 7 of Section D of this Part VIII, whichever is applicable.

F. PROCEDURE TO BE FOLLOWED WHERE REMITTANCES OTHER THAN TREASURY CHECKS ARE RECEIVED IN CONNECTION WITH A PAYMENT MADE IN EXCESS OF AMOUNT DUE

1. When a remittance other than a Treasury check is received because a payment was made in excess of the amount due, the material submitted should be examined in accordance with Sections D or E of this Part VIII, whichever is applicable.

2. The remittance should be scheduled for collection to the credit of the appropriation account if it is determined that the amount of the remittance is the exact difference between the amount due and the amount paid or not in excess thereof, <sup>47/</sup> and a copy of Form ACP-28 should be filed with the adjustment application.

3. If it is found that the refund is less than the amount due, the secretary of the Agricultural Conservation Association should be advised of the amount and requested to secure the additional sum.

4. The remittance should be scheduled for collection to the credit of the special deposits account <sup>48/</sup> if it is determined that the amount of the remittance is greater than the difference between the amount due the applicant and the amount paid him or that no refund should have been made by the applicant under the application.

5. After the amount of the refund due has been determined, this amount should be transferred to the appropriation account and the balance of the remittance, if any, refunded to the depositor. <sup>49/</sup> A copy of Form ACP-28 should be filed with the adjustment application.

PART IX. PROCEDURE TO BE FOLLOWED WHERE NAME OF PAYEE IS WRITTEN INCORRECTLY OR ERRONEOUSLY PLACED ON CHECK

A. TREASURY CHECK RETURNED BECAUSE OF ERROR IN APPLICATION

1. When a Treasury check is returned because the payee named therein is not entitled to the check and the payee was erroneously shown in the application, the application and supporting forms which support the claim must be executed in the manner prescribed for the execution of any original forms with the exception that:

<sup>47/</sup> See Part III, Section A, supra.

<sup>48/</sup> See Part III, Section A, paragraph 6, supra.

<sup>49/</sup> See Part IV, supra.

a. The serial numbers thereof must be the same as those assigned to the original forms followed by the word "Adjustment".

b. The application may be signed by the person who signed the original application or by the claimant.<sup>50/</sup>

2. The statement of explanation which accompanies the adjustment application must:

a. be prepared in duplicate;

b. be signed by every claimant who claims an additional payment under the adjustment application.

c. recommend the cancellation of the incorrectly issued check(s) and the issuance of new check(s) to the claimant(s); and

d. set forth all of the facts which justify the consideration of the claim.

If the person whose name erroneously appears on the application and the check submits a statement, the statement should disclose the fact that he has no interest in the application or the proceeds of the check.

3. The Treasury check(s) returned in connection with the claim should be canceled as outlined in Part V hereof.

4. The records of the disposition of the checks should be endorsed on the reverse side of the original and remaining copy of Treasury Form 1664-A (Revised). The original of Treasury Form 1664-A (Revised) should be placed in the closed file <sup>51/</sup> and the remaining duplicate copies thereof stapled to the State office file copy of the original application.

5. The Vouchers and Schedules of Disbursements should be prepared in accordance with procedure outlined for regular applications with the exception that one additional copy should be prepared for the files of the Clearance Unit. The adjustment application should not be scheduled with other applications.

6. The adjustment application, the original of the statement of explanation, one copy of Form ACP-28, and the usual numbers of vouchers and schedules of disbursements should be transmitted to the Preaudit Office together with the State Office file copy of the original application. At the time the file of the case is transmitted to

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<sup>50/</sup> The claims of two or more persons interested in one original application may be paid under a single adjustment application.

<sup>51/</sup> See Part II, Section A, paragraph 3, supra.

the Preaudit Office, the Receiving Unit, or the unit responsible for maintenance of files for copies of applications, should be notified of the transmittal of the file copy of the original application to such office in order that an appropriate adjustment in the file charges may be made. At the time Form CAP-108 is returned by the Preaudit Office, the file copy of the original application will also be returned and replaced in the files by the Receiving Unit.

7. The material not sent to the Preaudit Office should be filed in accordance with existing procedure.

B. TREASURY CHECK RETURNED BECAUSE OF ERROR IN THE STATE OFFICE

1. When a check has been returned because the State Office erroneously computed or scheduled the payment, a claim for the remaining amount due should be made by the producer(s) affected 51a/ over the signature(s) and present address of such producer(s).

2. The check(s) returned in connection with the claim should be canceled in accordance with Part V hereof.

3. At the time the accomplished copy of Standard Form No. 1044, Revised, is returned to the State Office by the Disbursing Office, the case should be handled in accordance with the procedure outlined in Section A, paragraphs 4, 5, 6, and 7 of this Part IX.

C. REMITTANCE OTHER THAN TREASURY CHECK IS RECEIVED

1. When a remittance other than a Treasury check is received because the name of the payee was written incorrectly or erroneously placed on the check, the material submitted in connection therewith should be examined in accordance with Section A, paragraphs 1 and 2 of this Part IX, or Section B, paragraph 1 of this Part IX, whichever is applicable.

2. If the refund is determined to be due and the remittance is in the exact amount, or not in excess of the exact amount, of the incorrect payment under which the claim is made, the remittance should be scheduled for collection to the credit of the regular appropriation account and new check issued to the proper applicant in accordance with procedure outlined in Part VIII, Section F, hereof.

3. If the amount of the remittance is less than that due, the secretary of the County Agricultural Conservation Association should be notified and appropriate action taken to secure the additional sum.

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51a/ The claims of two or more producers for an interest in an original application may be paid on a single adjustment application.

4. When it is determined that the remittance is in excess of the amount of the incorrect payment, i.e., a portion of the amount of the remittance should be refunded to the incorrect payee, the remittance should be scheduled for collection to the credit of the special deposits account, the procedure outlined in Part IV hereof should be followed.

5. When the amount due the correct payee has been covered into the appropriation by the use of Standard Form No. 1046, Revised, the procedure outlined in Part VIII, Section F, hereof, should be followed.

6. If it is determined that the refund should not have been made, the remittance should be scheduled for deposit to the credit of the special deposits account and refunded to the applicant submitting the remittance as outlined in Part IV, Section B, hereof.

PART X. PROCEDURE TO BE FOLLOWED WHERE TWO CHECKS REPRESENTING THE SAME PAYMENT ARE ISSUED

A. TREASURY CHECK RETURNED

1. When two or more Treasury checks representing the same payment are issued and one of the duplicate checks is returned, the duplicate check should be canceled as outlined in Part V hereof.

2. The statement to be inserted in Form ACP-28 under the words "Action Taken" should set forth, for the purposes of the State Accountant, the fact that no other payment will be issued to replace the canceled check.

B. REMITTANCE OTHER THAN TREASURY CHECK RECEIVED

1. When two or more Treasury checks representing the same payment are issued and cashed by the payee, the remittance refunding the duplicate payment should be deposited for collection to the credit of the regular appropriation account if the amount thereof is the exact amount, or not in excess of the exact amount, of the duplicate check(s).

2. If the amount of the remittance is in excess of the amount of duplicate check(s), the remittance should be taken up in the special deposits account and the procedure outlined in Part IV hereof should be followed.

3. The statement to be inserted in Form ACP-28 under the words "Action Taken" should set forth, for the purposes of the State Accountant, that the collection is not reimbursable.

Issued February 15, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

STATE OFFICE PROCEDURE FOR THE DISPOSITION OF  
ADJUSTMENT APPLICATIONS, UNDELIVERED CHECKS,  
LOST CHECKS AND REFUNDS OF GRANT PAYMENTS UNDER  
THE 1937 COTTON PRICE ADJUSTMENT PAYMENT PLAN

MAR 14 1939

SRC-105 is amended by the addition of the following Part XI.

PART XI - PROCEDURE TO BE FOLLOWED IN THE DISPOSITION  
OF CLAIMS CASES.

A. FORM OF CLAIM.

1. Claims will be submitted, in duplicate, on Form CAP-111, "Application For Payment Of Amounts Due Deceased Or Incompetent Producers Under The 1937 Cotton Price Adjustment Payment Plan", or Standard Form No. 1055, "Application For Payments Of Amounts Due Deceased Or Incompetent Civilian Employees, Officers And Enlisted Men In The Military Service, And Public Creditors Of The United States".

2. If the amount accruing to the estate of an incompetent producer is in excess of \$500.00, claim must have been made by the legal guardian or committee of such incompetent producer. If a deceased producer is survived by a minor heir who is entitled under Section 41, D, as amended, CAP 105 (hereinafter referred to as "the regulations") to the amount due, or to share therein, and if such amount to which the minor heir is entitled is in excess of \$500.00, payment thereof may be made only to the legal guardian of such minor, or the conservator of his estate.

3. Where claim is filed by an agent, payment will be made to the principal rather than to the agent. A power of attorney shall be construed to empower the agent only to claim, and not to receive, payment on behalf of his principal.

B. AUDIT OF CLAIMS ON STANDARD FORM NO. 1055

1. Form No. 1055 must have been executed in accordance with the provisions of Section A, Part XI, of SRC-102, as Amended, except that:

a. Paragraph 3 is inapplicable.

b. Sub-paragraphs 6(b), 6(c), 6(d), and 6(e) are inapplicable.

2. There should appear on Standard Form No. 1055, in paragraphs 6(f), 6(g), or 6(h), the names, addresses and relationship to the decedent

or incompetent of the person(s) authorized by the regulations to receive the proceeds of the payment. The names of persons coming within a lower classification of preference than that of the claimant(s) need not have been listed.

3. The signatures of the claimants' must have been acknowledged before a notary public or other officer authorized to administer oaths.

4. The following additional certifications must have been attached:

a. If claim is filed by an executor, administrator, legal guardian or committee, of the estate of the deceased or incompetent producer,

(1) A statement executed by the claimant embodying the certification set forth in paragraphs 3 and 4, Part I, of Form CAP-111; and

(2) An executed "Certificate of County Committee", such as is set out in paragraph 5, Part I, of Form CAP-111, except that in such certificate the words "on the attached Standard Form No. 1055" shall have been inserted in lieu of the word "above". Documentary evidence of the appointment will serve in lieu of such certificate. If the "Certificate of County Committee" appears on the statement required in sub-paragraph a., (1), above, the name of the claimant need not appear therein. If such "Certificate of County Committee" is submitted as a separate document, the claimant must have been mentioned therein by name.

b. If no executor, administrator, guardian or committee of the estate of the deceased or incompetent producer has been or will be appointed and claim has been filed by other person(s) entitled, under the regulations to the whole or a part of the payment, such claimant(s) must also have submitted a statement embodying the certifications set forth in paragraphs 5 and 6, Part II, of Form CAP-111.

(1) If claim has been filed by a trustee or agent of the heir(s) of the deceased producer, there must have been submitted a "Certificate of County Committee" similar to that set forth in paragraph 5, Part I, of Form CAP-111, except that the words "on the attached Standard Form No. 1055" shall have been inserted in lieu of the word "above".

(2) If the "Certificate of County Committee" appears on the same document as the claimants'

statement required in sub-paragraph b. above, the name of the claimant need not appear therein. If such "Certificate of County Committee" is contained in a separate document, the claimants' name must appear therein.

(3) If claim is made by a trustee or agent of the heirs of a deceased producer, the signature of the claimant in paragraph 6 (j) must indicate the capacity in which he is acting, e.g., John Doe, trustee for (or agent of) the heirs of Joseph Roe, deceased.

(4) If there is a minor heir(s) of a deceased producer who is entitled under the regulations to the whole or a part of the payment accruing to the estate of his deceased parent, the name of each such minor and the name of his legal or natural guardian, or conservator, if any, must appear in paragraph 6 (j) by the claimant.

#### C. AUDIT OF CLAIMS ON FORM CAP-111.

1. If claim has been submitted by an administrator, executor, legal guardian or committee of the estate of a deceased or incompetent producer for the proceeds of a payment accruing to such estate, Part I only is applicable.

2. If no executor, administrator, guardian or committee has been or will be appointed, and claim is filed by other person(s) entitled under the regulations to the whole or a part of the payment accruing to the estate of a deceased or incompetent 52/ producer, Part II only is applicable.

a. There should appear on Form CAP-111 the names, addresses, and relationship to the decedent or incompetent, of the person(s) authorized by the regulations to receive the proceeds of the payment. The names of persons coming within a lower classification of preference than that of the claimant(s) need not have been listed.

b. If more than three persons jointly file claim, a separate Form CAP-111 marked "Continuation Sheet" should have been prepared, showing the names of the additional

52/ If an incompetent producer has been committed to an institution for the insane and no legal guardian or committee has been or will be appointed, any claim filed for the proceeds of a payment accruing to the estate of such incompetent producer shall be referred to the Director.

applicant(s) in the opening statement of Part II and the signature(s) of such applicant(s) in paragraph 7.

c. The signature of a trustee or agent appearing in paragraph 7 must indicate his fiduciary capacity, e.g., John Doe, Trustee (or agent) for the heirs of Joseph Roe, deceased.

d. If claim is filed by the legal or natural guardian of a minor, the signature of the guardian in paragraph 7 should indicate his capacity, e.g., John Doe, legal (or natural) guardian of James Smith, minor.

3. Documentary evidence of appointment of the claimant as administrator, executor, guardian, committee, trustee or agent need not have been submitted to the State Office.

4. If claim is filed by a trustee or an agent of the heirs of a deceased producer, or by the legal guardian of one or more heirs of a deceased producer, the "Certificate of County Committee" must have been altered by the deletion of the word "above" and the substitution of the word "below" in lieu thereof.

5. If claim is filed by an agent of the heir(s) of a deceased producer, the "Certificate of County Committee" must have been altered by the deletion of the words "the payment claimed" and substitution of the words "submit this claim" in lieu thereof.

6. Any claim by a natural guardian must be accompanied by an additional certification in paragraph 7 to the effect that the claimant is the natural guardian and that the proceeds of the payment will be used for the benefit of the minor. 53/

7. The signature(s) of the claimant(s) need not have been acknowledged before a notary public or other officer authorized to administer oaths.

8. If a person entitled to share in the proceeds of a payment, in accordance with the regulations, is a minor, and there is no legal or natural guardian, any claim filed by the person who has the care and custody of such minor shall be referred to the Director for consideration. 54/

9. If claim is made by a minor who has been emancipated, a certification by such minor to the effect that he is emancipated should appear in paragraph 7.

53/ For the purposes of this procedure any person related to a minor who has actual custody of such minor (for whom no legal guardian has been appointed) may be considered as a natural guardian.

54/ It is to be noted that no provision is made in SRC-106, as amended, for claims by custodians on behalf of minors in their care and custody.

10. The signature of a disinterested person must appear in paragraph 8. If a Form CAP-111 marked "Continuation Sheet" is used, the certification of a disinterested person in paragraph 8 need appear only on the Form CAP-111 marked "Continuation Sheet".

D. PREPARATION OF SCHEDULES AND VOUCHERS FOR PAYMENTS ACCRUING TO THE ESTATES OF DECEASED OR INCOMPETENT PERSONS FOR CASES WHEREIN NEITHER THE DECEDENT, THE INCOMPETENT PERSON, NOR THE APPLICANT IS INDEBTED TO THE AGRICULTURAL ADJUSTMENT ADMINISTRATION.

1. When it has been determined that the person(s) claiming the proceeds of a 1937 Cotton Price Adjustment payment, is entitled to all or part of the payment due the estate of the decedent or incompetent, the amount to which the claimant(s) is found to be entitled should be scheduled and vouchered for payment to him in accordance with the provisions of Section VI of SRP-37, Part VII, except that:

a. Enter the letter "(C)" immediately following the Administrative Voucher No.

b. Payments should be scheduled and vouchered to the claimants individually in a manner indicative of the capacity in which payment is to be received by them.

2. When payment has been vouchered to a claimant, the bureau voucher and schedule numbers and the amount of payment certified should be entered on a copy of Treasury Forms 1664-A, (Revised), which forms a part of the claims file. Such notations will avoid duplicate payments.

E. PREPARATION OF SCHEDULES AND VOUCHERS FOR PAYMENTS ACCRUING TO THE ESTATES OF DECEASED OR INCOMPETENT PERSONS FOR CASES WHEREIN EITHER THE DECEDENT OR THE APPLICANT IS INDEBTED TO THE AGRICULTURAL ADJUSTMENT ADMINISTRATION.

1. If it is determined that the estate of a deceased person is indebted to the Agricultural Adjustment Administration <sup>55/</sup> the entire amount of the payment due the decedent's estate, or so much thereof as is required to liquidate such indebtedness, shall be scheduled to the Treasurer of the United States in the manner outlined in Part II of SRC-104. The remaining amount due, if any, may be certified for payment in accordance with Section D of this Part XI.

2. If it is determined that a claimant is entitled to the beneficial interest of the entire payment due, or the beneficial interest of a share therein, and it is further determined that such applicant is indebted to the Agricultural Adjustment Administration, the entire beneficial interest

<sup>55/</sup> Debts owed to independent bureaus, agencies or departments of the Government, other than the Agricultural Adjustment Administration, shall not be set off if reported subsequent to the initial (original) administrative certification of the voucher for payment to the decedent.

of such applicant, or so much thereof as is necessary to liquidate such indebtedness, shall be scheduled to the Treasurer of the United States in the manner outlined in Part II of SRC-104. The remaining amount due such applicant, if any, may be certified for payment in accordance with the provisions of Section D of this Part XI.

3. If it is determined that a person who, in accordance with the regulations, is entitled to share in the payment accruing to the estate of the decedent; has appointed another, as agent or trustee, to file claim in his stead, and if it should further appear that such person who has delegated his right to receive the payment is indebted to the Agricultural Adjustment Administration, the amount that would be payable to such person in the absence of the delegation, or so much thereof as is necessary to liquidate such indebtedness, shall be scheduled and vouchered subject to deduction in accordance with Part II of SRC-104, and the remaining amount due, if any, paid as outlined in Section D of this Part XI in accordance with the agency or trust agreement.

#### F. DISALLOWED CLAIMS.

1. Only the amount to which the claimant(s) is entitled under the regulations will be paid unless such claimant(s) has been authorized to file claim as agent or trustee for another person(s) who is entitled to share in the proceeds of the payment under such regulations.

2. If for any reason the claim cannot be allowed, the claimant shall be advised by letter of the reason(s) for disallowance. The County Office shall be furnished with a copy of such letter. The records relative to the disallowed claim shall be placed in a file alphabetically (by the surname of the incompetent or decedent) pending renewal of the disallowed claim or submission of a claim by some other person.

Issued October 10, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

STATE OFFICE PROCEDURE FOR THE DISPOSITION  
OF ADJUSTMENT APPLICATIONS, UNDELIVERED  
CHECKS, LOST CHECKS, AND REFUNDS OF GRANT  
PAYMENTS UNDER THE 1937 COTTON PRICE ADJUST-  
MENT PAYMENT PLAN

DEC 21 1939

508542  
No. 105, Amendment 2

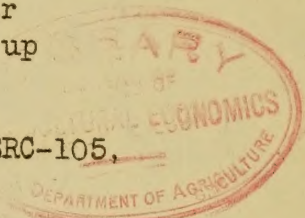
Subparagraph m., paragraph 6, Section A, Part III of SRC-105,  
as amended, is further amended to read as follows:

m. A concise statement of the purpose for which  
the refund was made should be entered in the column en-  
titled "Detailed Description of Purpose for Which Collec-  
tions Were Received", including the following:

- (1) the name of the applicant,
- (2) the code and serial number of the  
application whereunder the overpayment was certi-  
fied,
- (3) the Disbursing Office Voucher Number  
whereunder the overpayment was made,
- (4) the number of the check whereby the  
overpayment was made, and,
- (5) the period during which the voucher  
whereunder the overpayment was made was taken up  
by the Disbursing Office.

Subparagraph m., paragraph 1, Section A, Part IV of SRC-105,  
as amended, is further amended to read as follows:

- (1) the name of the applicant,
- (2) the code and serial number of the  
application whereunder the overpayment was certi-  
fied,
- (3) the Disbursing Office Voucher Number  
whereunder the overpayment was made,
- (4) the number of the check whereby the  
overpayment was made, and
- (5) the period during which the voucher  
whereunder the overpayment was made was taken up  
by the Disbursing Office.



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D.C. 20535

THIS OFFICE REQUESTS THE INFORMATION  
OF THE FOLLOWING PERSONS, ORGANIZATIONS  
AND BUSINESSES, AND REQUESTS OF THE  
FEDERAL BUREAU OF INVESTIGATION  
TO BE FURNISHED TO THE FOLLOWING:

Supervisor, E. J. McCarthy, Section A, Part III of 100-100,  
as amended, is further amended to read as follows:

1. A search is requested of the Bureau for which  
the request was made should be entered in the Bureau's  
Index "Detailed Description of Persons for Which Copies  
Have Been Requested", including the following:

- (1) The name of the applicant.
- (2) The date and serial number of the  
application whenever the investigation was made.
- (3) The Bureau's Office Number whenever  
the investigation was made.
- (4) The number of the check showing the  
investigation was made, and.
- (5) The period during which the investigation  
was made and the number of the check showing  
the investigation was made.

Supervisor, E. J. McCarthy, Section A, Part IV of 100-100,  
as amended, is further amended to read as follows:

- (1) The name of the applicant.
- (2) The date and serial number of the  
application whenever the investigation was made.
- (3) The Bureau's Office Number whenever  
the investigation was made.
- (4) The number of the check showing the  
investigation was made, and.
- (5) The period during which the investigation  
was made and the number of the check showing  
the investigation was made.